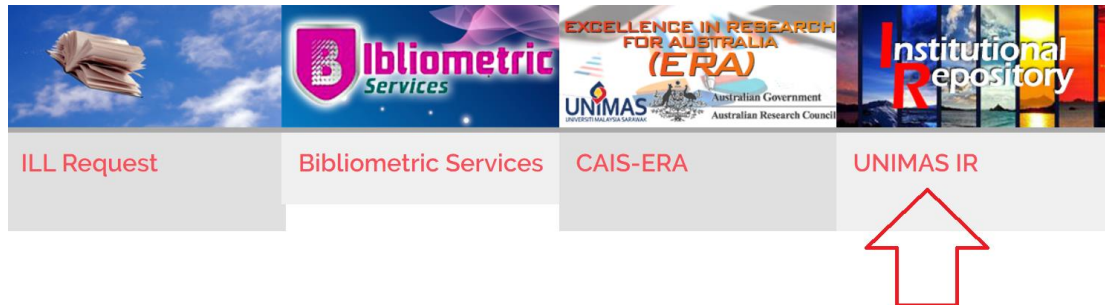




HOW TO UPLOAD THESIS INTO UNIMAS INSTITUTIONAL REPOSITORY

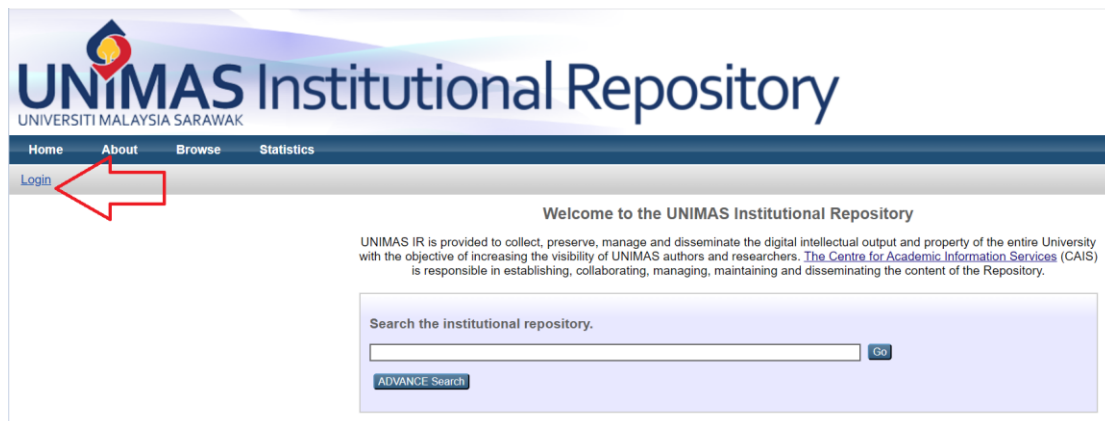
STEP 1

- Log on to www.library.unimas.my
- Click on UNIMAS IR link



STEP 2

- Click 'Login' to log in to the Institutional Repository (IR) platform



STEP 3

- Enter your ID & Password in the box provided using single ID



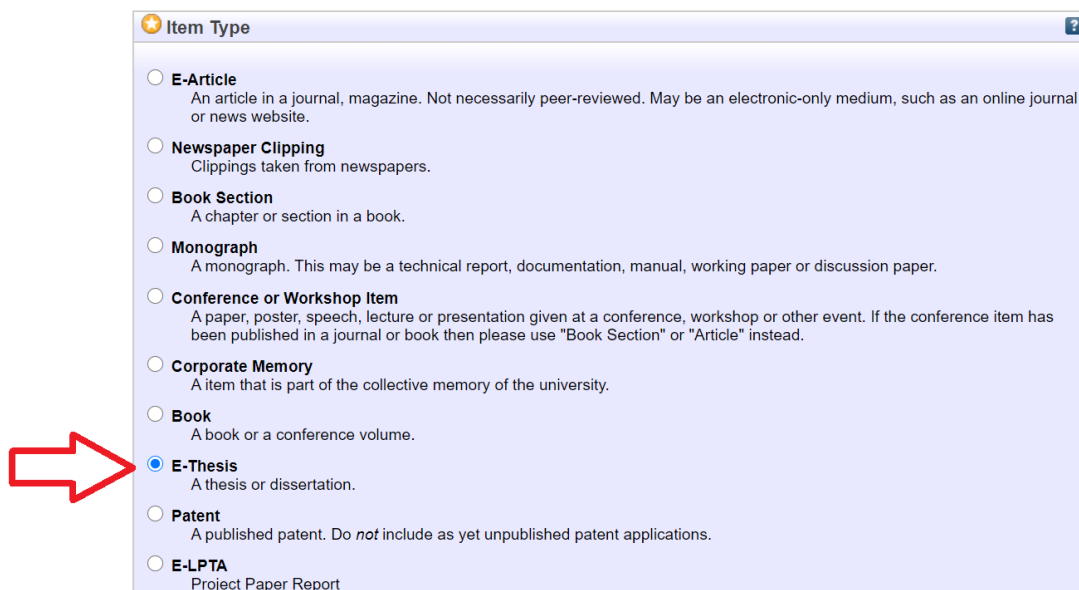
STEP 4

- Click on 'New Item' button to upload the thesis



STEP 5

- For 'Item Type' select E-Thesis and click next button



STEP 6

- **Fill in the declaration form by choosing one of the following:**

- CONFIDENTIAL (Contains confidential information under the Official Secret Act 1972)*
- RESTRICTED (Contains restricted information as specified by the organisation where research was done)*
- OPEN ACCESS
- NOT APPLICABLE (for different types of document)

- **Choose file to upload document and click Next Button**

Project/Thesis Declaration

I declare this Project/Thesis is classified as (please choose):

- ☐ CONFIDENTIAL (Contains confidential information under the Official Secret Act 1972)*
- ☐ RESTRICTED (Contains restricted information as specified by the organisation where research was done)*
- ☒ OPEN ACCESS
- ☐ NOT APPLICABLE (for different types of document)

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive.

File From URL You Tube Google Docs

Choose File No file chosen

< Previous Save and Return Cancel Next >

STEP 7

- **Enter the information related to the material into the metadata element fields then press 'Next' Button to proceed**

< Previous Save and Return Cancel Next >

Title

Abstract

Creators

	Family Name	Given Name / Initials	Email
1.			
2.			
3.			
4.			

More input rows

Corporate Creators

1.	
2.	
3.	

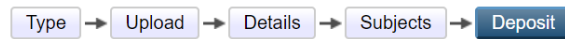
More input rows

Divisions

- Academic Faculties, Institutes and Centres: Centre for Academic Information Services
- Academic Faculties, Institutes and Centres: Centre for Applied Learning & Multimedia
- Academic Faculties, Institutes and Centres: Centre for Graduate Studies
- Academic Faculties, Institutes and Centres: Centre for ICT Services
- Academic Faculties, Institutes and Centres: Centre for Language Studies
- Academic Faculties, Institutes and Centres: Centre for Pre-University Studies
- Academic Faculties, Institutes and Centres: Centre for Technology Transfer and Consultancy
- Academic Faculties, Institutes and Centres: Corporate Planning and Communications Division (Chancellory)
- Academic Faculties, Institutes and Centres: Faculty of Applied and Creative Arts
- Academic Faculties, Institutes and Centres: Faculty of Cognitive Science and Human Development

STEP 9

- Finally, click on 'Deposit Item Now' to deposit item into UNIMAS IR



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